

FIRE LIEUTENANT

(Promotional Class)

GENERAL STATEMENT OF DUTIES

This class comprises the first level of supervisory positions in the suppression division of fire department services. Employees of this class are responsible for supervising and assisting firefighters and fire equipment operators in the performance of their duties both at the station and at the scene of a fire or emergency. They also assist the fire captain in charge of the station in the performance of duties such as completing records and filling out reports and providing training for subordinate employees assigned. The fire lieutenant receives general instructions only from a supervisor, has the authority to work independently in most areas, and becomes the officer in charge in the absence of the fire captain. This class ranks directly below that of Fire Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

At the station, supervises and reviews the work of firefighters and fire equipment operators as they perform daily station maintenance or checks and maintenance of fire vehicles and equipment; provides informal instruction in procedures when necessary; takes reports of any missing or inoperable equipment and relays these to the station captain; takes any instructions from station captain and sees that these are carried out; may perform the duties of a firefighter or equipment operator, when necessary.

Assists the station captain in completing any necessary records or reports such as fire reports, injury reports, monthly equipment reports, request forms for supplies or equipment, gas slips, hose inventories, etc.

Assists the station captain in providing in-service training (including classroom, evolutions, and on-the-job instruction) for employees on the shift by teaching techniques and procedures used in fire service operations such as ladder work, ropes, hose practices, etc.

Sees that all hoses are tested and maintained; keeps all necessary records on hose.

Performs prefire planning inspections and draws plot plans of buildings in the assigned area; knows all types of sprinkler

systems and standpipe systems; plans for high-rise egress.

At the scene of a fire or emergency, receives instructions of the captain in charge; goes into buildings with firefighters and performs duties in search and rescue, fire extinguishment, salvage, ventilation, directing of hose streams, etc., making any immediate decisions required for the suppression of fire and rescue of lives or property; makes decisions outside building and directs firefighter in the placement of ladders, entering of building, types of hose streams, use of air packs, etc.

Performs advanced first aid and CPR when required.

Performs other class related duties as assigned.

Performs minor clerical work.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before the application closing date.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After conditional offer of promotion, but prior to beginning work in this class, must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must possess a valid driver's license.

Must be a regular and permanent employee in good standing in the class of Fire Equipment Operator for a period of at least six months immediately preceding the examination.

Must have thirty (30) hours of approved instruction of which eight (8) hours must be in supervisory management.

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